

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u><b>DSS04512466</b></u>	DATE POSTED: <u>09/06/16</u>
POSITION NO: <u>241211</u>	CLOSING DATE: <u>09/12/16</u>
POSITION TITLE: <u>Office Specialist</u>	
DEPARTMENT NAME / WORKSITE: <u>Navajo Treatment Center for Children and Their Families (NTCCF) / Window Rock, AZ</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB58A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>          </u> \$ <u>24,128.00</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u>          </u> \$ <u>11.60</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u>          </u>

**DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Program Manager. Position is required to provide administrative support services to the Navajo Treatment Center for Children and Their Families (NTCCF). Responsible to prepare travel authorizations, training request forms, off-reservation memorandums, insurance purpose only (IPO) and registration forms for NTCCF Administration Office. Prepare and process Purchase Requisitions (PR) for purchases, Request for Direct Payment (RDP) for immediate payments to vendors, Stationery Supply Orders (SSO) for office supplies at Navajo Nation Property, and Interdepartmental Charge Requisitions (ICR) for payments from Navajo Nation department to Navajo Nation departments. Calculates program mileage for General Service Administration (GSA) vehicles in preparation for billing and payment. Compiles monthly statistical reports from NTCCF clinics and generates a program statistical report. Compiles monthly performance criteria statistics and generates a program performance criteria. Check postal mail daily. Maintain a tracking system for incoming and outgoing mail. Disseminate mail to staff. Composes, types and edits memorandums, letters and correspondence for the NTCCF Administration Office. Maintains a filing system for administrative and financial files. Answers telephone, forwards calls to appropriate staff and takes messages if necessary. Attends meetings and participates in training (s) for professional development and enhancement of administrative skills and other duties assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by college courses in general office procedures; and two (2) years general office or related experience.

**Special Requirements:**

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation. *(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).*

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Computer literate. Knowledge in administrative and financial procedures. Practice of Confidentiality and Privacy Act. Ability to follow oral and written instructions. Records management skills. Strong work ethics. Work with multi-task complex problems. Modern office methods and practices. Knowledge of Navajo Nation Personnel Policies Manual, Finance Procedures Handbook and Travel Policy.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**